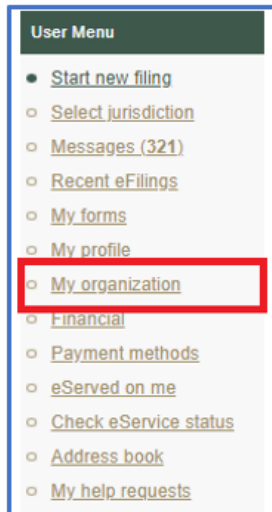


## How to Update an Organization Address

1. Log in to TurboCourt as a user with administrative access
2. Click on the 'My Organization' link from the User Menu.



3. Click on the 'Edit Organization Info' tab on the 'My Organization' screen.



4. Make the appropriate changes to the address (Address, City, State, and Zip are required)

A screenshot of the 'Edit Organization Info' form. The form is divided into two main sections. The top section is for the mailing address, with a heading 'Mailing Address is: \*'. Below this heading are three radio buttons: 'in the USA' (selected), 'in Canada', and 'in other country'. To the right of these radio buttons are three text input fields for 'Address', 'City', and 'State'. The 'Address' field contains '1501 W. Washington', the 'City' field contains 'Phoenix', and the 'State' field is a dropdown menu showing 'Arizona'. Below these fields is a 'Zip' field containing '85007'. The bottom section is titled 'Courtesy Notifications' and contains two text input fields. The first field is labeled 'Notifications Inbox' and contains the email address 'attorneytester@outlook.com' with a note '(for everything except receiving eService)'. The second field is labeled 'Received eService Inbox' and also contains the email address 'attorneytester@outlook.com'.

5. Click the 'Save' button when complete

